

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MINUTES
DECEMBER 14, 2005**

PRESENT: Karen Scott, Linda Verbecken (via telephone), Lynn Gregorash (via telephone), Marla Britton (via telephone), Steve Vitale (via telephone), and Ursula Volk (via telephone)

STAFF PRESENT: Tim Wellnitz, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; Kelly Niesen, Credentialing; Pat Schenck, Bureau Assistant, Mark Herman, Attorney, Division of Enforcement

CALL TO ORDER

Karen Scott, Chair, called the meeting to order at 10:05 a.m. A quorum of six members was present.

ADOPTION OF AGENDA

MOTION: Marla Britton moved, seconded by Steve Vitale, to approve the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES NOVEMBER 17, 2005

MOTION: Ursula Volk moved, seconded by Linda Verbecken, to approve the minutes of November 17, 2005 as written. Motion carried unanimously.

ADMINISTRATIVE REPORT – TIM WELLNITZ, BUREAU DIRECTOR

Update on Status of Committee Appointments

Mr. Wellnitz reported that six members were re-appointed to the Committee and the Secretary is considering appointing additional members.

**REVIEW AND RECOMMENDATIONS ON APPLICATION FORMS AND
PROCEDURES**

Real Estate Appraisal Experience Roster (Form # 2106)

Ms. Jefferson-Moore reviewed the provision in USPAP relating to the certification requirement. The issue was in regards to a supervisor not signing the certification indicating that the trainee provided significant assistance on the appraisal report and whether the trainee should get credit toward the appraisal report.

The Committee member reviewing the appraisal report should cite this as a USPAP violation if they deem this as a USPAP violation. One USPAP violation would not be a basis to deny an

application. The reviewer should review all three reports to determine if there are other USPAP violations. Violations should be included in the reviewer's standard three-review report.

Mark Herman, Attorney, Division of Enforcement, addressed the Board regarding the supervising appraisers the Committee referred to the Division of Enforcement. The Department is reviewing the supervisors conduct. Those who are found to be in violation will be prosecuted.

Mr. Herman stated that some of the applicants are appealing the denial decision and some are not appealing the Committee's decision and stated that the Committee should review all three reports and the USPAP rules as they apply to the appraisal work, to see if there are other issues that are non compliant with USPAP. Some of the appraisal hours submitted may qualify if they have enough appraisal hours.

Request for Documentation of Appraisal Experience

Kelly Niesen addressed the Board on rewording item # 2 on the "Request for Documentation of Appraisal Experience" form. The Committee made changes to the wording under item # 2 and added an additional item #3.

Recommendations – Sample Letter Relating to the Role of Supervisors and Trainees in the Appraisal Process

The Committee discussed the sample letter relating to the role of supervisors and trainees in the appraisal process and made changes in the wording of the letter to make it more generic for all applicants. A draft of this letter will be included on the Committee's February 1, 2006 meeting agenda.

Discussion and Review of Notice of Intent-to-Deny Letters to Appraiser Applicants

Kelly Niesen addressed the Board on the notice of intent-to-deny letter mailed to those applicants who have not complied with USPAP. The wording states that the applicant has 45 days to submit additional information or the letter will be considered a denial.

Ms. Niesen requested that the reviewers send her a list of names of the applicants who are pending beyond 45 days. Ms. Niesen will send a notice of intent-to-deny to these applicants. The applicants will have 45 days to submit additional information or be denied.

Update on the Real Estate Appraisers Board's Discussions Regarding the Supervision of Trainees.

Karen Scott reported that she is currently working with Sharon Fiedler of the Real Estate Appraisers Board on drafting information to guide applicants on the proper procedures in completing and submitting appraisal reports to the Department and addressing issues regarding supervisors of trainees.

DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO USE IN THE REVIEW PROCESS

Uniform Standards of Professional Appraisal Practice (USPAP)

No discussion.

Supplemental Appraisal Standards

No discussion.

Status of Past/Overdue Reviews – Kelly Niesen

Karen Scott urged the Committee members to submit their reports to Kelly Niesen so she may respond to applicants in a timely fashion.

Re-Reviews - Discussion

Karen Scott addressed the Committee on re-reviews of appraisal reports for second and third reviews. Karen Scott will draft information for applicants on re-reviews for the Committee's review at their February 1, 2006 meeting.

INFORMATIONAL ITEMS

Correspondence from Association of Appraiser Regulatory Officials (AARO)

Informational item only.

Appraisal Standards Board – Summary of Actions, October 28, 2005

Informational item only.

Appraiser Qualifications Board – Public Meeting Summary of October 28, 2005

Informational item only.

Meeting Summary of Board of Trustees

Informational item only.

CLOSED SESSION

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: Lynn Gregorash-yes; Marla Britton -

yes; Steve Vitale-yes; Ursula Volk-yes; Linda Verbecken-yes; Karen Scott-yes. Motion carried unanimously.

Open Session recessed at 11:13 a.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

RECONVENE TO OPEN SESSION

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to reconvene into Open Session at 12:00 noon. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

APPRAISAL REPORTS REVIEWED ON DECEMBER 14, 2005

AUSSPRUNG, SCOTT – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Linda Verbecken, to recommend that the Department approve **Scott Aussprung's** appraisal reports as submitted. Motion carried unanimously.

AUSTIN, DEANNA – LICENSED

MOTION: Marla Britton moved, seconded by Steve Vitale, to recommend that the Department issue a notice of intent to deny **Deanna Austin's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

BECKER, DAVID – LICENSED

MOTION: Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department issue a notice of intent to deny **David Becker's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser with coaching comments. Motion carried unanimously.

BLAESER, BRENT – LICENSED

MOTION: Marla Britton moved, seconded by Steve Vitale, to table **Brent Bleaser's** appraisal reports as submitted. Motion carried unanimously.

DICKEY, MICHAEL – CERT. RESIDENTIAL

MOTION: Lynn Gregorash moved, seconded by Linda Verbecken, to recommend that the Department request an explanation from **Michael Dickey** regarding items raised in the review of his appraisal reports. If the explanation is satisfactory, the Department will approve the appraisal reports. If the explanation is not satisfactory, the Department will table Michael Dickey's appraisal reports. Motion carried unanimously.

DOEMEL, BONNIE – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department deny **Bonnie Doemel's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

GAGE, GERAD – CERT. RESIDENTIAL

MOTION: Steve Vitale moved, seconded by Marla Britton, to table **Gerad Gage's** appraisal reports as submitted. Motion carried unanimously.

KIKKERT, TONY – LICENSED

MOTION: Ursula Volk moved, seconded by Linda Verbecken, to recommend that the Department issue a notice of intent to deny **Tony Kikkert's** appraisal reports subject to receipt of one additional report that complies with USPAP, and a letter from the supervisor provided and subject to approval by the reviewing appraiser. Motion carried unanimously.

KJOS, GARRY – CERT. GENERAL

MOTION: Steve Vitale moved, seconded by Lynn Gregorash, to recommend that the Department issue a notice of intent to deny **Garry Kjos's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

KOSS, JOHN – LICENSED (RE-REVIEW)

MOTION: Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **John Koss's** appraisal reports as submitted. Motion carried unanimously.

KRAEMER, JACLYN – CERT. RESIDENTIAL

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department approve **Jaclyn Kraemer's** appraisal reports as submitted. Motion carried unanimously.

KRAUSE, MARK – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Steve Vitale, to recommend that the Department approve **Mark Krause's** appraisal reports as submitted. Motion carried unanimously.

KUBIAK, MARK – LICENSED (AQB)

MOTION: Linda Verbecken moved, seconded by Lynn Gregorash, to recommend that the Department issue a notice of intent to deny **Mark Kubiak's** appraisal reports subject to receipt of one additional report that includes scope of work, intended use, work file, and 2055 that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

MICHLIG, REYNA – LICENSED (AQB)

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to recommend that the Department approve **Reyna Michlig's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

MILLAR, REBECCA – CERT. RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **Rebecca Millar's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

PATTERSON, BRIAN – LICENSED

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent to deny **Brian Patterson's** appraisal reports subject to receipt of two additional reports, one URAR, and one small residential income report, both of which were completed for lenders that comply with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

PENROD, ANTHONY – LICENSED (AQB)

MOTION: Marla Britton moved, seconded by Lynn Gregorash, to recommend that the Department issue a notice of intent to deny **Anthony Penrod's** appraisal reports subject to receipt of one additional small residential income property report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

PERRIN, BRADLEY – CERT. RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by Steve Vitale, to table **Bradley Perrin's** appraisal reports. Motion carried unanimously.

POSTHUMA, JOSHUA – LICENSED

MOTION: Ursula Volk moved, seconded by Marla Britton, to table **Joshua Posthuma's** appraisal reports. Motion carried unanimously.

RENTMEESTER, THOMAS – LICENSED (AQB)

MOTION: Ursula Volk moved, seconded by Lynn Gregorash, to recommend that the Department approve **Thomas Rentmeester's** appraisal reports as submitted. Motion carried unanimously.

RINGHAND, ROBIN – LICENSED (AQB)

MOTION: Marla Britton moved, seconded by Steve Vitale, to recommend that the Department issue a notice of intent to deny **Robin Ringhand's** appraisal reports subject to receipt of one additional report, which involves a sales transaction that complies with USPAP, and subject to approval by the reviewing appraiser. Motion carried unanimously.

ROSEN, SUSAN – CERT. RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by Lynn Gregorash, to recommend that the Department approve **Susan Rosen's** appraisal reports as submitted. Motion carried unanimously.

SALLANDER, JANET – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department approve **Janet Sallander's** appraisal reports as submitted. Motion carried unanimously.

SCHULTZ, BRIAN – LICENSED (AQB)

MOTION: Ursula Volk moved, seconded by Lynn Gregorash, to recommend that the Department issue a notice of intent to deny **Brian Schultz's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

SEVERSON-DENFELD, STACY – LICENSED (AQB) (RE-REVIEW)

MOTION: Ursula Volk moved, seconded by Marla Britton, to recommend that the Department approve **Stacy Severson-Denfeld's** appraisal reports as submitted. Motion carried unanimously.

SODERMAN, DAVID – CERT. RESIDENTIAL (RE-REVIEW)

MOTION: Ursula Volk moved, seconded by Marla Britton, to recommend that the Department deny **David Soderman's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

STRIEBEL, SCOTT – CERT. RESIDENTIAL

MOTION: Lynn Gregorash moved, seconded by Steve Vitale, to recommend that the Department approve **Scott Striebel's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

TESCH, REBECCA – LICENSED

MOTION: Ursula Volk moved, seconded by Lynn Gregorash, to recommend that the Department approve **Rebecca Tesch's** appraisal reports as submitted. Motion carried unanimously.

YANNY, BRADLEY – CERT. RESIDENTIAL

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent to deny **Bradley Yanny's** appraisal reports subject to receipt of two additional reports that comply with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

VISITORS COMMENTS

None.

DISCUSSION OF FUTURE MEETING DATES AFTER JUNE 2006

MOTION: Linda Verbecken moved, seconded by Lynn Gregorah, to accept July 27, September 12, October 12 and December 6, 2006, with all meetings beginning at 10:00 a.m. as future meeting dates in 2006. Motion carried unanimously.

ADJOURNMENT

MOTION: Marla Britton moved, seconded by Lynn Gregorash, to adjourn the meeting at 12:15 p.m. Motion carried unanimously.

Next meeting: February 1, 2006 10:00 a.m.